

FREQUENTLY ASKED QUESTIONS

For Producer/Agency and Continuing Education Matters

LICENSING

How do I obtain a resident producer license?

First you must complete an approved prelicensing course from the [Prelicensing Requirements and Prelicensing Approved Provider List](#). Choose a provider for prelicensing study material. When prelicensing is completed, visit www.prometric.com/ for information on taking the state exam. After you have passed the state exam, download a [Resident Producer License application](#) from our website for instructions on applying for a state producer license. The fee is \$30.00 (\$20.00 for the resident license and \$10.00 for prelicensing).

How do I obtain a non-resident producer license?

Non-resident licenses may be requested online through the National Insurance Producer Registry (NIPR) at <http://www.licenseregistry.com/> or by downloading a Non-Resident Producer License application from our website. The fee is \$40.00.

I just moved to NE from another state, what is the process to change my resident state to Nebraska?

First, please change the status of your previous resident license. After you have notification that the change has been completed, download a [Resident Producer License application](#) from our website. The fee is \$20.00. While we do not require a letter of certification, it is a good idea to obtain this from your previous resident state, if available.

How do I update my home or business address?

Address changes may be requested online through the National Insurance Producer Registry at <http://www.licenseregistry.com/> or by downloading a [Change Request form](#) from our website. If you wish for a duplicate license, the fee is \$5.00.

How may I request a change on the following?

- Name
- Date of Birth
- Social Security Number
- Letter of Clearance
- Certification
- Duplicate License

Download a [Change Request form](#) from our website

How may I renew my resident Nebraska producer license?

Mail in the renewal notice along with the fee. The renewal fee is \$40.00. If continuing education is due, a filing fee of \$5.00 is also required for all continuing education certificates for the current period. Make sure to list your home and business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed. Also, we do not require the renewal notice, just the fee and any continuing education.

How may I renew my non-resident Nebraska producer license?

Mail in the renewal notice along with a fee of \$80.00. Make sure to list your home and business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed. Also, we do not require the renewal notice, just the fee.

Can I renew my license on line?

This functionality is not yet available.

How may I view the status of my producer license in Nebraska?

You can view the status of your license by using our [Company and Producer \(Agent\) Search](#) on our website and following the directions for your producer information.

AGENCIES

How may I obtain an agency license?

Download an [Insurance Agency License application](#) from our website. The fee is \$50.00.

How may I renew my agency license?

Mail in the renewal notice along with a fee of \$50.00. Make sure to list the business addresses so we have the correct information on our system.

Please note: only one renewal notice is mailed.

How may I update my agency or business address?

Address changes may be requested online through the National Insurance Producer Registry at <http://www.licenseregistry.com/>. Also, a request to update may be submitted in writing or faxed to (402) 471-6559. If you wish for a duplicate license, the fee is \$5.00.

How may I change the designated producer on our agency license?

Download [Agency License Amendment Form 9002A](#) from our website

How may I view the status of my insurance agency license in Nebraska?

You can view the status of your license by using our [Company and Producer \(Agent\) Search](#) on our website and following the directions for your agency information.

CONTINUING EDUCATION AND PRELICENSING

How may I obtain information for Prelicensing?

This information can be found in the [Prelicensing Requirements and Prelicensing Approved Provider List](#) on our website.

How may I obtain information on Continuing Education?

This information can be found in the Continuing Education Approved Self Study List (in [Word format](#) and [pdf format](#)). Choose a provider for continuing education course information. Submit all continuing education together with your renewal payment. The filing fee for continuing education is \$5.00 for all certificates in each renewal period.

How may I obtain information on Flood Insurance?

Visit our [Continuing Education Course Information web page](#) and scroll down to Flood Insurance Information.

How may I obtain information on Long-Term Care Partnership?

Visit our [Long Term Care Partnership web page](#).

Prelicensing

What are the mandatory prelicensing education classroom hours for the various insurance producer lines of authority? These hours include the mandatory 15 hours in insurance regulation.

Life	20 hours
Health	20 hours
Combined Life and Health	40 hours
Property	20 hours
Casualty	20 hours
Combined Property and Casualty	40 hours
Personal Lines	20 hours
Title	12 hours
Crop	6 hours

Where can I get information on insurance education providers?

Visit our [Continuing Education Course Information web page](#).

Do I have to complete prelicensing courses?

Everyone who does not qualify for a waiver of prelicensing education must complete a prelicensing education course offered by an approved education provider.

How much is the examination fee?

The examination fee is \$59 per line of authority.

When and where are the examinations given?

Examinations are given by our contracted vendor, Prometric. You may either contact Prometric at 1-800-853-4753, or visit their website at www.prometric.com/.

Can the examinations be waived?

Yes, if you currently maintain one of the following designations:

- Chartered Life Underwriter designation
- Chartered Financial Consultant designation
- Chartered Property and Casualty Underwriter designation
- Registered Health Underwriter
- Certified Financial Planner
- Certified Employee Benefit Specialist
- Accredited Insurance Advisor
- Master's degree in Insurance

How do I obtain study material to aid in passing the examination if I have received a waiver of the education requirements?

The responsibility of preparing for the examination rests with the applicant and should be considered when applying for the waiver. Applicants may contact the prelicensing education providers located in our listing to obtain the names of publishers and study materials.

Continuing Education**How many continuing education credits will I need prior to the renewal of my license?**

Life	6 hours
Health	6 hours
Combined Life and Health	12 hours
Property	21 hours
Casualty	21 hours
Combined Property and Casualty	21 hours
Personal Lines	21 hours
Title	6 hours
Crop	3 hours
Variable	6 hours

Ethics Requirement

In addition to the hours required above, licensees are required to complete 3 hours of approved continuing education activities on insurance industry ethics.

Insurance consultants and brokers shall be required to complete 21 hours of continuing education activities and 3 hours of approved continuing education activities on insurance industry ethics in each two-year period.

No licensee shall be required to complete more than 24 cumulative hours in any two-year period.

Currently, I have more than the required credits to renew my license. Can I carry them over so I don't have to do 48 during the next licensing cycle?

No, allowing continuing education credits to carry over from one renewal cycle to the next would defeat the purpose of requiring continuing professional education.

How can I check my credits?

Contact the department at 402-471-4913.

How do I schedule a course?

Contact any authorized insurance education provider for their scheduled courses. Contact information for these providers is found on our website.

MISCELLANEOUS**Does the State of Nebraska license insurance adjusters?**

There is no statutory provision for the licensing of company or independent insurance adjusters in the state of Nebraska. Public adjusters must obtain a license as an insurance consultant. An application and instructions are found on our website.

Will your state issue clearance letters? Does your state require clearance letters to issue a resident producer license?

Nebraska will issue clearance letters upon request and require a fee of \$5.00. Nebraska does not require the receipt of a clearance letter to issue a resident producer license. However, it may be necessary if your national producer information is not updated appropriately.

Can a person whom is not a U.S. citizen obtain a producer license?

Yes, if proof of work authorization, proof of an issued green card, or a social security number can be provided.

What are the requirements to obtain a Surplus Lines License?

All information on Surplus Lines licensing may be found on our website. Click on Producer/Surplus Lines Information.

How may I process an appointment or termination of appointment?

Appointments and appointment terminations may be processed online through the National Insurance Producer Registry (NIPR) at <http://www.licenseregistry.com/>.

What are the required producer licensing fees in Nebraska?**Producer Fee Schedule**

<u>License/Service</u>	<u>Amount</u>
Resident Producer License	\$20.00
Non-Resident Producer License	\$40.00
Resident Renewal Fee	\$40.00
Non-resident Renewal Fee	\$80.00
Resident Reinstatement Fee (Within 30 days)	\$120.00
Non-resident Reinstatement Fee (Within 30 days)	\$160.00
Resident Reinstatement Fee (after 31days and before 1 year)	\$100.00
Non-resident Reinstatement Fee (after 31days and before 1 year)	\$100.00
Continuing Education Fee	\$5.00
Prelicensing Certificate of Completion	\$10.00
Certification/Clearance Letter	\$5.00
Appointment Fee (Retaliatory based on the state of Domicile)	Minimum of \$8.00
Appointment Termination Fee	\$3.00

Agency Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Agency License (Prorated)	May 1 – October 31 \$50.00
	November 1 – January 31 \$25.00
	February 1 – April 30 (Initial and Renewal Fee) \$75.00
Duplicate Copy of License	\$5.00

Surplus Lines Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Individual Surplus Lines License	6 months \$ 50.00
	7 to 12 months 125.00
	13 to 18 months 175.00
	19 to 2 years 225.00
	Two-Year 250.00
Corporate Surplus Lines License	May, June, July \$250.00
	Aug, Sept, Oct 200.00
	Nov, Dec 125.00
	Jan, Feb, Mar, Apr 100.00

Consultant License Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Initial License	\$37.50
2-Year Renewal	\$75.00
Change of Name, Duplicate Copy, Amended License	\$5.00